Working

with Programs, Files, and Folders

Objectives

► **Create and save a WordPad document**
► **Open, edit, and save an existing Paint file**
► **Work with multiple programs**
► **Understand file management**
► **View files and create folders with My Computer**
► **Move and copy files with My Computer**
► **Manage files with Windows Explorer**
► **Delete and restore files**
► **Create a shortcut on the desktop**

Most of your work on a computer involves using programs to create files. For example, you might use WordPad to create a resumé or Microsoft Excel to create a budget. The resumé and the budget are examples of **files**, electronic collections of data that you create and save on a disk. In this unit, you learn how to work with files and the programs you use to create them. You create new files, open and edit an existing file, and use the Clipboard to copy and paste data from one file to another. You also explore the file management features of Windows 2000, using My Computer and Windows Explorer. Finally, you learn how to work more efficiently by managing files directly on your desktop.

Creating and Saving a WordPad Document

As with most programs, when you start WordPad a new, blank **document** (or file) opens. To create a new file, such as a memo, you simply begin typing. Your work is automatically stored in your computer's **random access memory (RAM)** until you turn off your computer, at which point anything stored in the computer's RAM is erased. To store your work permanently, you must save your work as a file on a disk. You can save files either on an internal **hard disk**, which is built into your computer, usually the C: drive, or on a removable 3.5" or 5.25" **floppy disk**, which you insert into a drive on your computer, usually the A: or B: drive. Before you can save a file on a floppy disk, the disk must be formatted. (See the Appendix, "Formatting a Disk," or your instructor or technical support person for more information.) When you name a file, you can use up to 255 characters including spaces and punctuation in the File Name box, using either upper- or lowercase letters. In this lesson, you start WordPad and create a file that contains the text shown in Figure B-1. Then you save the file to Project Disk 1.

Steps

1. Click the **Start button** on the taskbar, point to **Programs**, point to **Accessories**, click **WordPad**, then click the **Maximize button** if the window does not fill your screen

The WordPad program window opens with a new, blank document in the document window. The blinking **insertion point** ⌶ indicates where the text you type will appear.

2. Type **Memo**, then press **[Enter]**

Pressing [Enter] inserts a new line and moves the insertion point to the next line.

3. Press **[Enter]** again, then type the remaining text shown in Figure B-1, pressing **[Enter]** at the end of each line

Now that the text is entered, you can format it. **Formatting** changes the appearance of text to make it more readable or attractive.

4. Click to the left of the word **Memo**, drag the mouse to the right to highlight the word, then release the mouse button

The text is now **selected** and any action you make will be performed on the text.

5. Click the **Center button** 🖺 on the Formatting toolbar, then click the **Bold button** on the Formatting toolbar

The text is centered and bold.

6. Click the **Font Size list arrow** [10 ▼], then click **16** in the list

A **font** is a particular shape and size of type. The text is enlarged to 16 point. One **point** is 1/72 of an inch in height. Now that your memo is complete, you are ready to save it to your Project Disk.

7. Click **File** on the menu bar, then click **Save As**

The Save As dialog box opens, as shown in Figure B-2. In this dialog box, you specify where you want your file saved and also give your document a name.

8. Click the **Save in list arrow**, and then click **3½ Floppy (A:)**, or whichever drive contains your Project Disk 1

The drive containing your Project Disk is now active, meaning that any files currently on the disk appear in the list of folders and files and that the file you save now will be saved on the disk in this drive.

9. Click the **text** in the File name text box, type **Memo**, then click **Save**

Your memo is now saved as a WordPad file with the name "Memo" on your Project Disk. Notice that the WordPad title bar contains the name of the file.

FIGURE B-1: Text to enter in WordPad

Press [Enter] three times to insert blank lines

Document window

Bold button   Center button

FIGURE B-2: Save As dialog box

Type new filename here

Click to select the location in which to save file

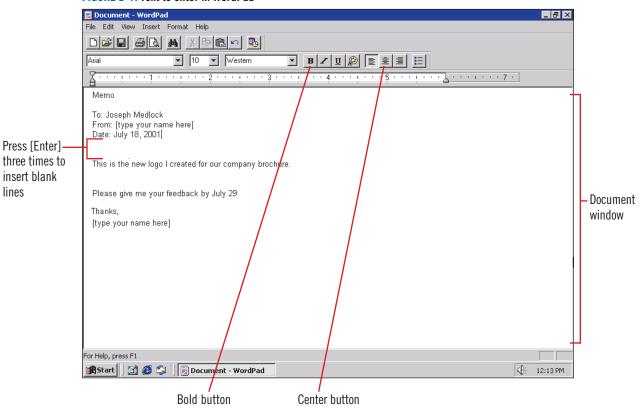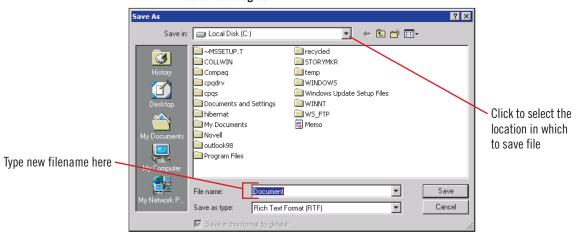CLUES TO USE

Creating a new document

When you want to create a new document in WordPad once the program is already open and another document is active, you can click the New button 🗋 on the Standard toolbar. A dialog box opens from which you can choose to create a new Rich Text, Word 6, Text, or Unicode Text document. **Rich Text** documents, the WordPad default document format, can include text formatting and tabs, and be available for use in a variety of other word-processing programs; **Word 6** documents can be opened, edited, and enhanced in Microsoft Word version 6.0 or later without conversion; **Text** documents can be used in numerous other programs because they contain no formatting; and **Unicode Text** documents can contain text from any of the world's writing systems, such as Roman, Greek, and Chinese. You select one of the options by clicking it, and then clicking OK.

Opening, Editing, and Saving an Existing Paint File

Sometimes you create files from scratch, but often you may want to use a file you or someone else has already created; to do so, you need to **open** the file. Once you open a file, you can **edit** it, or make changes to it, such as adding or deleting text. After editing a file, you can save it with the same filename, which means that you no longer will have the file in its original form, or you can save it with a different filename, so that the original file remains unchanged.   In this lesson, you use **Paint**, a drawing program that comes with Windows 2000, to open a file, edit it by changing a color, then save the file with a new filename to leave the original file unchanged.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar, point to **Programs**, point to **Accessories**, click **Paint**, then click the **Maximize button** if the window doesn't fill the screen
The Paint program opens with a blank work area. If you wanted to create a file from scratch, you would begin working now.

2. Click **File** on the menu bar, then click **Open**
The Open dialog box works similarly to the Save As dialog box.

3. Click the **Look in list arrow**, then click **3½ Floppy (A:)**
The Paint files on your Project Disk 1 are listed in the Open dialog box, as shown in Figure B-3.

4. Click **Win B-1** in the list of files, and then click **Open**
The Open dialog box closes and the file named Win B-1 opens. Before you make any changes to a file, you should save it with a new filename, so that the original file is unchanged.

5. Click **File** on the menu bar, then click **Save As**

6. Make sure **3½ Floppy (A:)** appears in the Save in text box, select the text **Win B-1** in the File name text box if necessary, type **Logo**, then click **Save**
The Logo file appears in the Paint window, as shown in Figure B-4. Because you saved the file with a new name, you can edit it without changing the original file. You will now use buttons in the **Tool Box**, a toolbar of illustration tools available in Windows Paint, and the **Color Box**, a palette of colors from which you can choose, to modify the graphic.

7. Click the **Fill With Color button** 🖍 in the Tool Box, then click the **Blue color box**, which is the fourth from the right in the first row
Notice how clicking a button in the Tool Box changes the mouse pointer. Now when you click an area in the image, it will be filled with the color you selected in the Color Box. See Table B-1 for a description of the tools in the Tool Box.

8. Move the pointer into the **white area that represents the sky** until the pointer changes to 🖍, then click
The sky is now blue.

9. Click **File** on the menu bar, then click **Save**
The change you made is saved to disk.
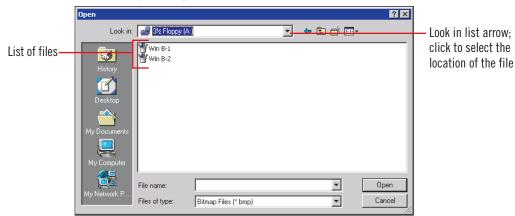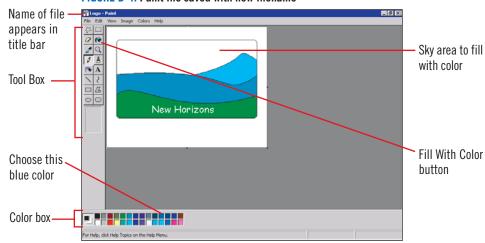
FIGURE B-3: Open dialog box

List of files →

Look in list arrow;
click to select the
location of the file

FIGURE B-4: Paint file saved with new filename

Name of file
appears in
title bar

Tool Box

Choose this
blue color

Color box

Sky area to fill
with color

Fill With Color
button

TABLE B-1: Paint Tool Box buttons

tool	description	tool	description
Free-Form Select button	Selects a free-form section of the picture to move, copy, or edit	**Airbrush button**	Produces a circular spray of dots
Select button	Selects a rectangular section of the picture to move, copy, or edit	**Text button**	Inserts text into the picture
Eraser button	Erases a portion of the picture using the selected eraser size and foreground color	**Line button**	Draws a straight line with the selected width and foreground color
Fill With Color button	Fills closed shape or area with the current drawing color	**Curve button**	Draws a wavy line with the selected width and foreground color
Pick Color button	Picks up a color off the picture to use for drawing	**Rectangle button**	Draws a rectangle with the selected fill style; also used to draw squares by holding down [Shift] while drawing
Magnifier button	Changes the magnification; lists magnifications under the toolbar	**Polygon button**	Draws polygons from connected straight-line segments
Pencil button	Draws a free-form line one pixel wide	**Ellipse button**	Draws an ellipse with the selected fill style; also used to draw circles by holding down [Shift] while drawing
Brush button	Draws using a brush with the selected shape and size	**Rounded Rectangle button**	Draws rectangles with rounded corners using the selected fill style; also used to draw rounded squares by holding down [Shift] while drawing

Working with Multiple Programs

A powerful feature of Windows is its capability to run more than one program at a time. For example, you might be working with a document in WordPad and want to search the Internet to find the answer to a question. You can start your browser, a program designed to access information on the Internet, without closing WordPad. When you find the information, you can leave your browser open and switch back to WordPad. Each open program is represented by a program button on the taskbar that you click to switch between programs. You can also copy data from one file to another, (whether the files were created with the same Windows program or not), using the **Clipboard**, a temporary area in your computer's memory, and the Cut, Copy, and Paste commands. See Table B-2 for a description of these commands. ✐ In this lesson, you copy the logo graphic you worked with in the previous lesson into the memo you created in WordPad.

Steps 123 4

1. **Click the Select button** ⬚ on the Tool Box, and then drag a rectangle around the entire **graphic**

   When you release the mouse button, the dotted rectangle surrounds the selected area, as shown in Figure B-5. Make sure the entire image is inside the rectangle. The next action you take affects the entire selection.

2. **Click Edit on the menu bar, and then click Copy**

   The logo is copied to the Clipboard. When you **copy** an object onto the Clipboard, the object remains in its original location and is also available to be pasted into another location.

3. **Click the WordPad program button on the taskbar**

   WordPad becomes the active program.

4. **Click in the first line below the line that ends "for our company brochure."**

   The insertion point indicates where the logo will be pasted.

5. **Click the Paste button** 📋 on the WordPad toolbar

   The contents of the Clipboard, in this case the logo, are pasted into the WordPad file, as shown in Figure B-6.

6. **Click the Save button** 💾 on the toolbar

   The Memo file is saved with the logo inserted.

7. **Click the WordPad Close button**

   Your WordPad document and the WordPad program close. Paint is now the active program.

8. **Click the Paint Close button**; if you are prompted to save changes, click **Yes**

   Your Paint document and the Paint program close. You return to the desktop.

TABLE B-2: Overview of cutting, copying and pasting

Toolbar button	function	keyboard shortcut
✂ Cut	Removes selected information from a file and places it on the Clipboard	[Ctrl][X]
📋 Copy	Places a copy of selected information on the Clipboard, leaving the file intact	[Ctrl][C]
📋 Paste	Inserts whatever is currently on the Clipboard into another location within the same file, or in a different file	[Ctrl][V]

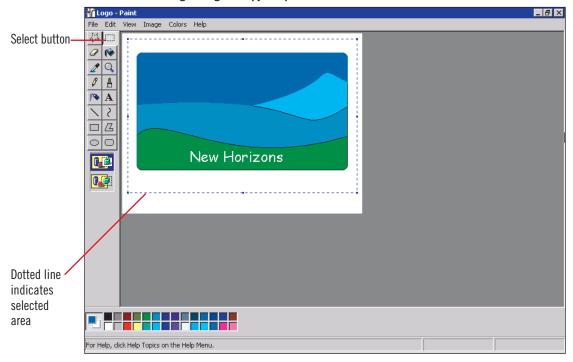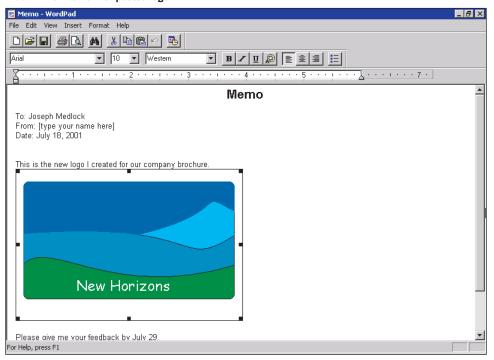**FIGURE B-5:** Selecting the logo to copy and paste into the Memo file

Select button

Dotted line
indicates
selected
area

FIGURE B-6: Memo with pasted logo

Understanding File Management

After you have created and saved numerous files using various programs, **file management**, the process of organizing and keeping track of all of your files, can be a challenge. Fortunately, Windows 2000 provides tools to keep everything organized so you can easily locate the files you need, move files to new locations, and delete files you no longer need. There are two main tools for managing your files: My Computer and Windows Explorer. ✎━━━ In this lesson, you preview the ways you can use My Computer and Windows Explorer to manage your files.

Details

Windows 2000 gives you the ability to:

Create folders in which you can save your files
Folders are areas on a floppy disk or hard disk in which you can store files. For example, you might create a folder for your documents and another folder for your graphic files. Folders can also contain additional folders, which creates a more complex structure of folders and files, called a **file hierarchy**. See Figure B-7 for an example of how files can be organized.
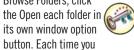
Examine and organize the hierarchy of files and folders
You can use either My Computer or Windows Explorer to see the overall structure of your files and folders. By examining your file hierarchy with these tools, you can better organize the contents of your computer and adjust the hierarchy to meet your needs. Figures B-8 and B-9 illustrate how My Computer and Windows Explorer list folders and files.
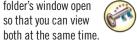
Copy, move, and rename files and folders
If you decide that a file belongs in a different folder, you can move it to another folder. You can also rename a file if you decide a different name is more descriptive. If you want to keep a copy of a file in more than one folder, you can copy it to new folders.

Delete files and folders you no longer need, as well as restore files you delete accidentally
Deleting files and folders you are sure you don't need frees up disk space and keeps your file hierarchy more organized. The **Recycle Bin**, a space on your computer's hard disk that stores deleted files, allows you to restore files you deleted by accident. To free up disk space, you should occasionally empty the Recycle Bin by deleting the files permanently from your hard drive.

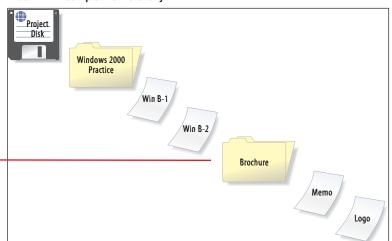### Locate files quickly with the Windows 2000 Search feature
As you create more files and folders, you may forget where you placed a certain file or you may forget what name you used when you saved a file. With Search, you can locate files by providing only partial names or other factors, such as the file type (for example, a WordPad document or a Paint graphic) or the date the file was created or modified.

Use shortcuts
If a file or folder you use often is located several levels down in your file hierarchy (in a folder within a folder, within a folder), it might take you several steps to access it. To save time accessing the files and programs you use frequently, you can create shortcuts to them. A **shortcut** is a link that gives you quick access to a particular file, folder, or program.

FIGURE B-7: Sample file hierarchy

In this hierarchy, Brochure folder is a subfolder of Windows 2000 Practice folder
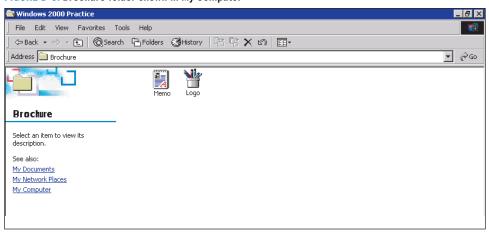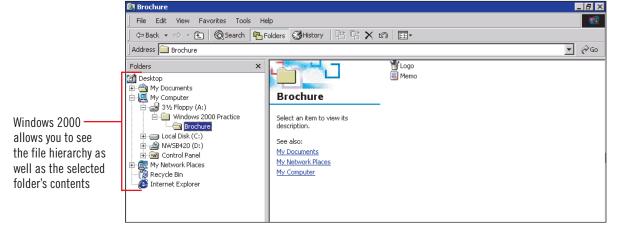
FIGURE B-8: Brochure folder shown in My Computer

FIGURE B-9: Brochure folder shown in Windows Explorer

Windows 2000 allows you to see the file hierarchy as well as the selected folder's contents

Viewing Files and Creating Folders with My Computer

My Computer shows the contents of your computer, including files, folders, programs, disk drives, and printers. You can click the icons representing these various parts of your computer to view their contents or properties. You can manage your files using the My Computer menu bar and toolbar. See Table B-3 for a description of the toolbar buttons. 🖋 In this lesson, you begin by using My Computer to move around in your computer's file hierarchy, then you create two new folders on your Project Disk 1 for the files you created.

Steps 1 2 3 4

1. Double-click the **My Computer icon** on your desktop, then click the **Maximize button** if the My Computer window does not fill the screen
   My Computer opens and displays the contents of your computer, as shown in Figure B-10. Your window may contain icons for different folders, drives, and printers.

2. Make sure your Project Disk 1 is in the floppy disk drive, then double-click the **3½ Floppy (A:) icon**
   The contents of your Project Disk 1 appear in the window. These are the project files and the files you created using WordPad and Paint. Each file is represented by an icon, which indicates the program that was used to create the file. If Microsoft Word is installed on your computer, the Word icon appears for the WordPad files; if not, the WordPad icon appears.

3. Click the **Address list arrow** on the Address Bar, as shown in Figure B-10, then click **Local Disk (C:)** or the letter for the main hard drive on your computer
   The window changes to show the contents of your hard drive. The **Address Bar** allows you to open and view a drive, folder, or even a Web page. You can also type in the Address Bar to go to a different drive, folder, or Web page. For example, typing "C:\" will display drive C:; typing "E:\Personal Letters" will display the Personal Letters folder on the E: drive, and typing "http://www.microsoft.com" opens Microsoft's Web site if your computer is connected to the Internet.

4. Click the **Back button** on the toolbar
   The Back button displays the previous location, in this case, your Project Disk.

5. Click the **Views button** 🔲▾ on the toolbar, then click **Details**
   Details view shows not only the files and folders, but also the sizes of the files, the types of files, folders, or drives and the date the files were last modified.

6. Click 🔲▾, then click **Thumbnails**
   This view offers less information but provides a preview of graphics and a clear view of the contents of the disk.

7. Click **File** on the menu bar, point to **New**, then click **Folder**
   A new folder is created on your Project Disk 1, as shown in Figure B-11. The folder is called "New Folder" by default. It is selected and ready to be renamed. You can also create a new folder by right-clicking in the blank area of the My Computer window, clicking New, then clicking Folder.

8. Type **Windows 2000 Practice**, then press **[Enter]**
   Choosing descriptive names for your folders helps you remember their contents.

9. Double-click the **Windows 2000 Practice folder**, repeat Step 7 to create a new folder in the Windows 2000 Practice folder, type **Brochure** for the folder name, then press **[Enter]**

10. Click the **Up button** 🔼 to return to your Project Disk 1

FIGURE B-10: My Computer window

Menu bar

Toolbar

Address bar

Address list arrow

Your icon list may differ

Status bar
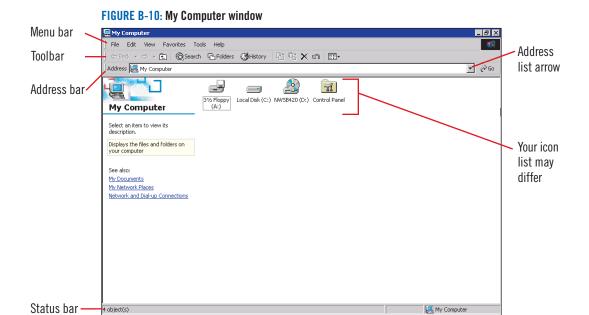
FIGURE B-11: Creating a new folder

Back button

Folder is located on disk in the A: drive

Type new name here
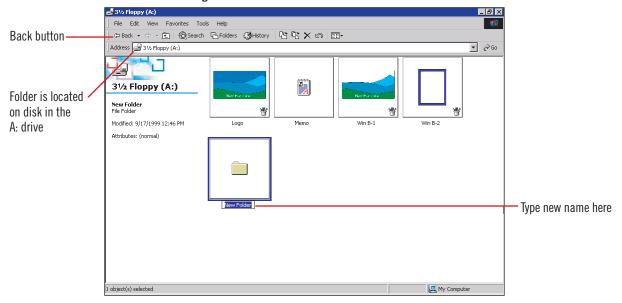
TABLE B-3: Buttons on the My Computer toolbar

button	function
←	Moves back to the previous location you have already visited
→	Moves forward to the previous location you have already visited
⬆	Moves up one level in the file hierarchy
⬓	Opens the Browse For Folder dialog box, to move the selected file to a new location
⬓	Opens the Browse For Folder dialog box, to copy the selected file to a new location
↺	Undoes the most recent My Computer operation
✕	Deletes a folder or file permanently
▥▾	Lists the contents of My Computer using different views

Moving and Copying Files with My Computer

You can move a file or folder from one location to another using a variety of methods in My Computer or Windows Explorer. If the file or folder and the location to which you want to move it are both visible on the desktop, you can simply drag the item from one location to the other. You can also use the cut, copy, and paste commands on the Edit menu or the corresponding buttons on the toolbar. Finally you can right-click the file or folder and choose the Send to command to "send" it to another location—most often a floppy disk for **backing up** files. Backup copies are made in case you have computer trouble, which may cause you to lose files. ▰ In this lesson, you move your files into the folder you created in the last lesson.

Steps 1234

1. Click **View**, point to **Arrange Icons**, then click **by Name**
In this view, folders are listed first in alphabetical order, followed by files, also in alphabetical order.

2. Click the **Win B-1 file**, hold down the mouse button and drag the file onto the **Windows 2000 Practice folder**, as shown in Figure B-12, then release the mouse button
Win B-1 is moved into the Windows 2000 Practice folder.

3. Double-click the **Windows 2000 Practice folder** and confirm that it contains the Win B-1 file as well as the Brochure folder

4. Click the **Up button** 🖭 on the My Computer toolbar, as shown in Figure B-12
You return to your Project Disk. The Up button shows the next level up in the folder hierarchy.

5. Click the **Logo file**, press and hold down **[Shift]**, then click the **Memo file**
Both files are selected. Table B-4 describes methods for selecting multiple objects.

6. Click the **Move To button** 🖭 on the 3½ Floppy (A:) toolbar
The filenames turn gray, and the Browse For Folder dialog box opens, as shown in Figure B-13.

7. Click the **plus sign** ⊞ next to My Computer if you do not see 3½ Floppy (A:) listed, double-click the **3½ Floppy (A:) drive**, double-click the **Windows 2000 Practice folder**, double-click the **Brochure folder**, then click **OK**
The two files are moved to the Brochure folder. Only the Windows 2000 Practice folder and the Win B-2 file remain.

8. Click the **Close button** in the 3½ Floppy (A:) window

> **QuickTip**
>
> It is easy to confuse the Back button with the Up button. The Back button returns you to the last location you visited, no matter where it is in your folder hierarchy. The Up button displays the next level up in the folder hierarchy, no matter where you last visited.

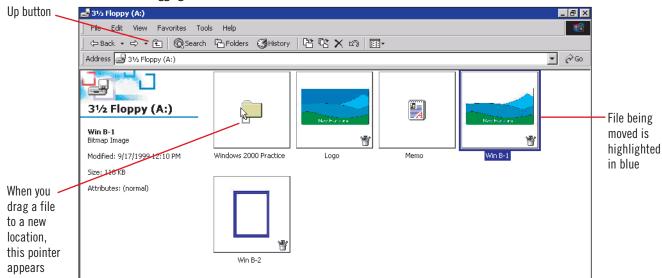**FIGURE B-12:** Dragging a file from one folder to another

Up button

File being moved is highlighted in blue

When you drag a file to a new location, this pointer appears

FIGURE B-13: Moving files

Move To button

Copy To button

Click to move files to new location

Both files are selected to be moved

Folder to which files will be moved
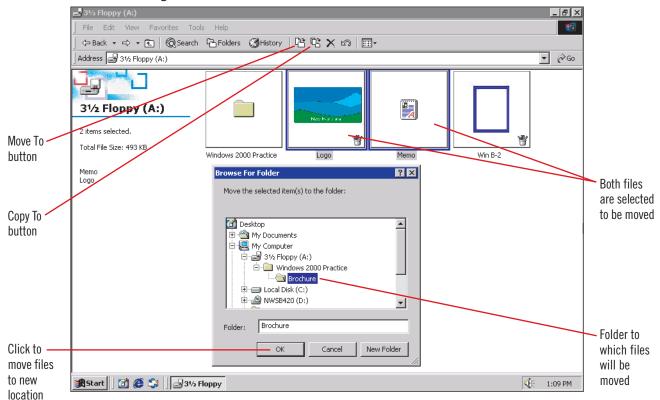
TABLE B-4: Techniques for selecting multiple files and folders

to select	do this
Individual objects not grouped together	Click the first object you want to select, then press and hold down [Ctrl] as you click each additional object you want to add to the selection
Objects grouped together	Click the first object you want to select, then press and hold down [Shift] as you click the last object in the list of objects you want to select; all the objects listed between the first and last objects are selected

Managing Files with Windows Explorer

As with My Computer, you can use Windows Explorer to copy, move, delete, and rename files and folders. However, **Windows Explorer** is more powerful than My Computer: it allows you to see the overall structure of the contents of your computer or network, (the file hierarchy), while you work with individual files and folders within that structure. This means you can work with more than one computer, folder, or file at once. In this lesson, you copy a folder from your Project Disk 1 onto the hard drive and then rename the folder.

Steps 1234

1. Click the **Start button**, point to **Programs**, point to **Accessories**, click **Windows Explorer**, then click the **Maximize button** if the Windows Explorer window doesn't already fill the screen

Windows Explorer opens, as shown in Figure B-14. The window is divided into two areas called **panes**. The left pane, called the **Explorer Bar**, displays the drives and folders on your computer in a hierarchy. The right pane displays the contents of whatever drive or folder is currently selected in the left pane. Each pane has its own set of scroll bars, so that changing what you can see in one pane won't affect what you can see in the other. Like My Computer, Windows Explorer has a menu bar, toolbar, and Address Bar.

2. Click **View** on the menu bar, then click **Details** if it is not already selected

Remember that a bullet point next to a command on the menu bar indicates that it's selected.

3. In the left pane, scroll to and click **3½ Floppy (A:)**

The contents of your Project Disk 1 appear in the right pane.

4. In the left pane, click the **plus sign (+)** next to 3½ Floppy (A:)

You can click the plus sign (+) or minus sign (-) next to any item in the left pane to show or hide the different levels of the file hierarchy, so that you don't always have to look at the entire structure of your computer or network. A plus sign (+) next to a computer, drive, or folder indicates there are additional folders within that object. A minus sign (-) indicates that all the folders of the next level of hierarchy are shown. Clicking the + displays (or "expands") the next level; clicking the – hides (or "collapses") them.

5. In the left pane, double-click the **Windows 2000 Practice folder**

The contents of the Windows 2000 Practice folder appear in the right pane of Windows Explorer, as shown in Figure B-15. Double-clicking an item in the left pane that has a + next to it displays its contents in the right pane and also expands the next level in the hierarchy in the left pane.

6. In the left pane, drag the **Windows 2000 Practice folder** on top of the **C: drive icon**, then release the mouse button

When you drag files or folders to a different drive, they are copied rather than moved. The Windows 2000 Practice folder and the files in it are copied to the hard disk.

7. In the left pane, click the **C: drive icon**

The Windows 2000 Practice folder should now appear in the list of folders in the right pane. You may have to scroll to see it. Now you should rename the folder so you can distinguish the original folder from the copy.

8. Right-click the **Windows 2000 Practice folder** in the right pane, click **Rename** in the pop-up menu, type **Practice Copy**, then press **[Enter]**

Trouble?

If you do not see the toolbar, click View on the menu bar, point to Toolbars, then click Standard Buttons. If you do not see the Address Bar, click View, point to Toolbars, then click Address Bar.

Trouble?

If you cannot see the A: drive, you may have to click the plus sign (+) next to My Computer to view the available drives on your computer.

QuickTip

When neither a + nor a – appears next to an icon, it means that the item does not have any folders in it, although it may have files, which you can see listed in the right pane by clicking the icon.

Trouble?

If you are working in a lab setting, you may not be able to add items to your hard drive. Skip Steps 6, 7, and 8 if you are unable to complete them.

QuickTip

You can also rename a selected file by pressing [F2], or using the Rename command on the File menu.

FIGURE B-14: Windows Explorer window

Left pane, also known as Explorer Bar

Contents of the C: drive

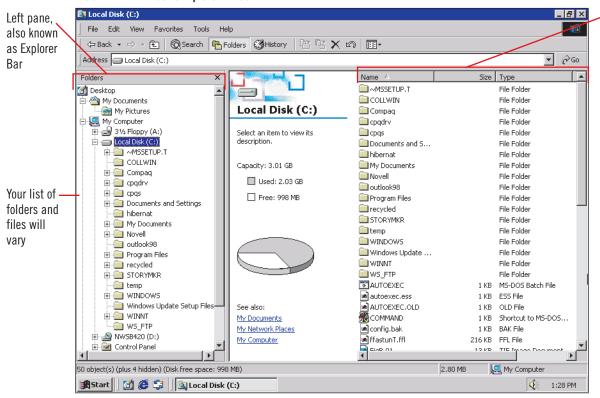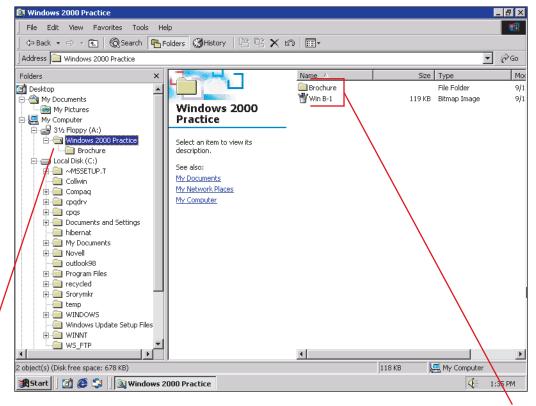Your list of folders and files will vary

FIGURE B-15: Contents of Windows 2000 Practice folder

Windows 2000 Practice folder selected in left pane

Contents of Windows 2000 Practice folder appear in right pane

Deleting and Restoring Files

To save disk space and manage your files more effectively, you should **delete** (or remove) files you no longer need. Because files deleted from your hard drive are stored in the Recycle Bin until you remove them permanently by emptying the Recycle Bin, you can restore any files you might have deleted accidentally. However, if you delete a file from your floppy disk it will not be stored in the Recycle Bin—it will be permanently deleted. See Table B-5 for an overview of deleting and restoring files. There are many ways to delete files and folders from the My Computer and Windows Explorer windows, as well as from the Windows 2000 desktop. In this lesson, you delete a file by dragging it to the Recycle Bin, restore it, and delete a folder by using the Delete command in Windows Explorer.

Steps 1234

1. Click the **Restore button** 🗗 on the Windows Explorer title bar
   You should be able to see the Recycle Bin icon on your desktop. If you can't see it, resize or move the Windows Explorer window until it is visible. See Figure B-16.

2. If necessary, scroll until you see the Practice Copy folder in the right pane of Windows Explorer

3. Drag the **Practice Copy folder** from the right pane to the **Recycle Bin** on the desktop, as shown in Figure B-16, then click **Yes** to confirm the deletion if necessary
   The folder no longer appears in Windows Explorer because you have moved it to the Recycle Bin.

4. Double-click the **Recycle Bin icon** on the desktop
   The Recycle Bin window opens, as shown in Figure B-17. Depending on the number of files already deleted on your computer, your window might look different. Use the scroll bar if you can't see the files.

5. Click **Edit** on the Recycle Bin menu bar, then click **Undo Delete**
   The Practice Copy folder is restored and should now appear in the Windows Explorer window. You might need to minimize your Recycle Bin window if it blocks your view of Windows Explorer, and you might need to scroll to the bottom of the right pane to find the restored folder.

6. Click the **Practice Copy folder** in the right pane, click the **Delete button** ⊠ on the Windows Explorer toolbar (resize the window as necessary to see the button), then click **Yes**
   When you are sure you no longer need files you've moved into the Recycle Bin, you can empty the Recycle Bin. You won't do this now, in case you are working on a computer that you share with other people. But, when you're working on your own machine, simply right-click the Recycle Bin icon, then click Empty Recycle Bin in the pop-up menu.

7. Close the Recycle Bin
   If you minimized the Recycle Bin in Step 4, click its program button to open the Recycle Bin window, and then click the Close button.

FIGURE B-16: Dragging a folder to delete it

Drag the folder here

Folder located on the C: drive

FIGURE B-17: Recycle Bin window

Deleted folder

You may see more files, and they may be displayed in a different view
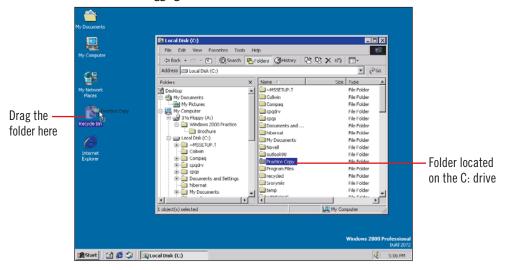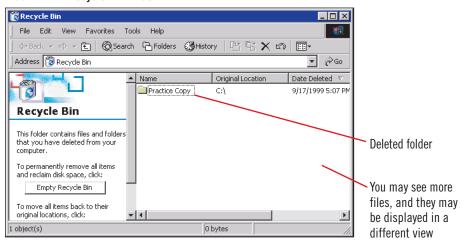
TABLE B-5: Methods for deleting and restoring files

ways to delete a file	ways to restore a file from the Recycle Bin
Select the file, then click the Delete button on the toolbar	Click the Undo button on the toolbar
Select the file, then press [Delete]	Select the file, click File, then click Restore
Right-click the file, then click Delete on the pop-up menu	Right-click the file, then click Restore
Drag the file to the Recycle Bin	Drag the file from the Recycle Bin to any other location

CLUES TO USE

Customizing your Recycle Bin

You can set your Recycle Bin according to how you like to delete and restore files. For example, if you do not want files to go to the Recycle Bin but rather want them to be immediately and permanently deleted, right-click the Recycle Bin, click Properties, then click the Do Not Move Files to the Recycle Bin check box. If you find that the Recycle Bin fills up too fast and you are not ready to delete the files permanently, you can increase the amount of disk space devoted to the Recycle Bin by moving the Maximum Size of Recycle Bin slider to the right. This, of course, reduces the amount of disk space you have available for other things. Also, you can choose not to have the Confirm File Delete dialog box open when you send files to the Recycle Bin. See your instructor or technical support person before changing any of the Recycle Bin settings.

Creating a Shortcut on the Desktop

When you frequently use a file, folder, or program that is located several levels down in the file hierarchy, you may want to create a shortcut to the object. You can place the shortcut on the desktop or in any other location, such as a folder, that you find convenient. To open the file, folder, or program using the shortcut, double-click the icon. ✎ In this lesson, you use Windows Explorer to create a shortcut on your desktop to the Memo file.

Steps 1 2 3 4

1. In the left pane of the Windows Explorer window, click the **Brochure folder**
   The contents of the Brochure folder appear in the right pane.

2. In the right pane, right-click the **Memo file**
   A pop-up menu appears, as shown in Figure B-18.

3. Click **Create Shortcut** in the pop-up menu
   The file named Shortcut to Memo file appears in the right pane. Now you need to move it to the desktop so that it will be accessible whenever you need it.

Trouble?

Make sure to use the right mouse button in Step 4. If you used the left mouse button by accident, right-click the Shortcut to Memo file in the right pane of Windows Explorer, click Delete, and repeat Step 4.

4. Click the **Shortcut to Memo file** with the right-mouse button, then drag the **shortcut** to an empty area of the desktop
   Dragging an icon using the left mouse button copies it. Dragging an icon using the right mouse button gives you the option to copy it, move it, or create a shortcut to it. When you release the mouse button a pop-up menu appears.

5. Click **Move Here** in the pop-up menu
   A shortcut to the Memo file now appears on the desktop, as shown in Figure B-19. You might have to move or resize the Windows Explorer window to see it.

6. Double-click the **Shortcut to Memo file icon**
   WordPad starts and the Memo file opens (if you have Microsoft Word installed on your computer, it will start and open the file instead). Using a shortcut eliminates the many steps involved in starting a program and locating and opening a file.

7. Click the **Close button** in the WordPad or Word title bar
   Now you should delete the shortcut icon in case you are working in a lab and share the computer with others.

QuickTip

Deleting a shortcut deletes only the link; it does not delete the original file or folder to which it points.

8. On the desktop, click the **Shortcut to Memo file**, press **[Delete]**, then click **Yes** to confirm the deletion
   The shortcut is removed from the desktop and is now in the Recycle Bin.

9. Close all windows, then shut down Windows
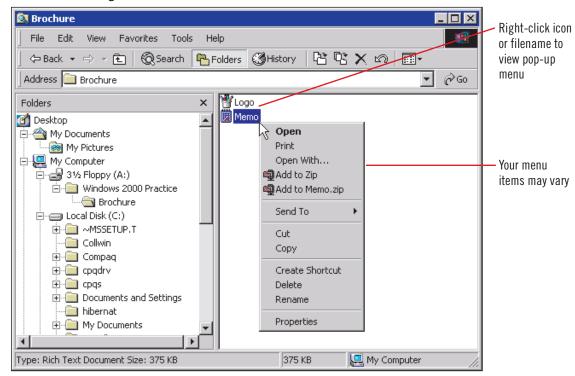
FIGURE B-18: Creating a shortcut

Right-click icon
or filename to
view pop-up
menu

Your menu
items may vary
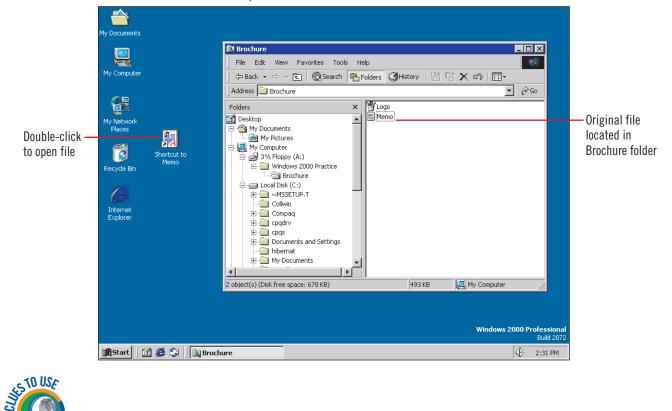
FIGURE B-19: Shortcut on desktop

Double-click
to open file

Original file
located in
Brochure folder

CLUES TO USE

Adding shortcuts to the Start menu
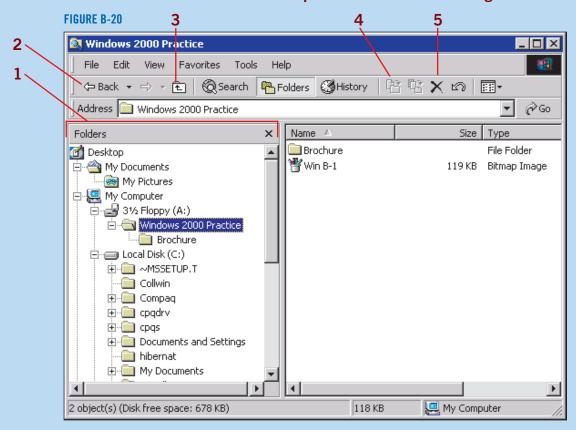
If you do not want your desktop to get cluttered with icons but you would still like easy access to certain files, programs, and folders, you can create a shortcut on the Start menu. Drag the file, program, or folder that you want to add to the Start menu from the Windows Explorer window to the Start button. The file, program, or folder will appear on the first level of the Start menu.

Practice

▶ Concepts Review

Label each of the elements of the Windows Explorer window shown in Figure B-20.

FIGURE B-20

Match each of the statements with the term it describes.

6. Electronic collections of data
7. Your computer's temporary storage area
8. Temporary location of information you wish to paste into another program
9. Storage areas on your hard drive for files, folders, and programs
10. Structure of files and folders

a. **RAM**
b. **Folders**
c. **Files**
d. **File hierarchy**
e. **Clipboard**

Select the best answer from the list of choices.

11. **To prepare a floppy disk to save your files, you must first do which of the following?**
    a. Copy work files to the disk
    b. Format the disk
    c. Erase all the files that might be on the disk
    d. Place the files on the Clipboard

12. **You can use My Computer to**
    a. create a drawing of your computer.
    b. view the contents of a folder.
    c. change the appearance of your desktop.
    d. add text to a WordPad file.

13. **Which of the following best describes WordPad?**
    a. A program for organizing files
    b. A program for performing financial analysis
    c. A program for creating basic text documents
    d. A program for creating graphics

14. **Which of the following is NOT a way to move files from one folder to another?**
    a. Open the file and use the Save As command to save the file in a new location
    b. In My Computer or the Windows Explorer, drag the selected file to the new folder
    c. Use the Move To button on the Standard toolbar in the My Computer or the Windows Explorer window
    d. Use the [Ctrl][X] and [Ctrl][V] keyboard shortcuts while in the My Computer or the Windows Explorer window

15. **In which of the following can you view the hierarchy of drives, folders, and files in a split pane window?**
    a. Windows Explorer
    b. Programs
    c. My Computer
    d. WordPad

16. **To restore files that you have sent to the Recycle Bin,**
    a. click File, then click Empty Recycle Bin.
    b. click Edit, then click Undo Delete.
    c. click File, then click Undo.
    d. You cannot retrieve files sent to the Recycle Bin.

17. **To select files that are not grouped together, select the first file, then**
    a. press [Shift] while selecting the second file.
    b. press [Alt] while selecting the second file.
    c. press [Ctrl] while selecting the second file.
    d. click on the second file.

18. **Pressing [Backspace]**
    a. deletes the character to the right of the cursor.
    b. deletes the character to the left of the cursor.
    c. moves the insertion point one character to the right.
    d. deletes all text to the left of the cursor.

19. **The size of a font is measured in**
    a. centimeters.
    b. points.
    c. places.
    d. millimeters.

20. **The Back button on the My Computer toolbar**
    a. starts the last program you used.
    b. displays the next level of the file hierarchy.
    c. backs up the currently selected file.
    d. displays the last location you visited.

▶ Skills Review

Use Project Disk 2 to complete the exercises in this section.

1. **Create and save a WordPad file.**
   a. Start Windows, then start WordPad.
   b. Type **My Drawing Ability**.
   c. Press [Enter] three times.
   d. Save the document as *Drawing Ability* to your Project Disk 2.

2. **Open, edit, and save an existing Paint file.**
   a. Start Paint and open the file Win B-2 on your Project Disk 2.
   b. Inside the picture frame, use the ellipses tool to create a circle filled with purple and then use the rectangle tool to place a square filled with yellow inside the circle.
   c. Save the picture as *First Unique Art* to your Project Disk 2.

3. **Work with multiple programs.**
   a. Select the entire graphic and copy it to the Clipboard, then switch to WordPad.
   b. Place the insertion point in the last blank line, paste the graphic into your document, then deselect the graphic.
   c. Save the changes to your WordPad document.
   d. Switch to Paint.
   e. Using the Fill With Color button, change the color of a filled area of your graphic.
   f. Save the revised graphic with the new name *Second Unique Art* to Project Disk 2.
   g. Select the entire graphic and copy it to the Clipboard.
   h. Switch to WordPad, move the insertion point to the line below the graphic by clicking below the graphic and press [Enter], type **This is another version of my graphic.** below the first picture, then press [Enter].

     i. Paste the second graphic under the text you just typed.

     j. Save the changed WordPad document as *Two Drawing Examples* to your Project Disk 2.

     k. Exit Paint and WordPad.

4. View files and create folders with My Computer.

     a. Open My Computer.

     b. Double-click the drive that contains your Project Disk 2.

     c. Create a new folder on your Project Disk 2 by clicking File, New, then Folder, and name the new folder *Review*.

     d. Open the folder to display its contents (it is empty).

     e. Use the Address Bar to view your hard drive, usually (C:).

     f. Create a folder on the hard drive called *Temporary*, then use the Back button to view the Review folder.

     g. Create two new folders in it, one named *Documents* and the other named *Artwork*.

     h. Click the Forward button as many times as necessary to move up in the file hierarchy and view the contents of the hard drive.

     i. Change the view to Details.

5. Move and copy files with My Computer.

     a. Use the Address Bar to view your Project Disk 2.

     b. Use the [Shift] key to select *First Unique Art* and *Second Unique Art*, then cut and paste them into the Artwork folder.

     c. Use the Back button as many times as necessary to view the contents of Project Disk 2.

     d. Select the two WordPad files, *Drawing Ability* and *Two Drawing Examples*, then move them into the Review folder.

     e. Open the Review folder, select the two WordPad files again, then drag them into the Documents folder.

6. Manage files with Windows Explorer.

     a. Open Windows Explorer and view the contents of the Artwork folder in the right pane.

     b. Select the two Paint files.

     c. Drag the two Paint files from the Artwork folder to the Temporary folder on the hard drive to copy them.

     d. View the contents of the Documents folder in the right pane.

     e. Select the two WordPad files.

     f. Repeat Step c to copy the files to the Temporary folder on the hard drive.

     g. View the contents of the Temporary folder in the right pane to verify that the four files are there.

7. Delete and restore files and folders.

     a. Resize the Windows Explorer window so you can see the Recycle Bin icon on the desktop, then scroll in Windows Explorer so you can see the Temporary folder in the left pane.

     b. Delete the Temporary folder from the hard drive by dragging it to the Recycle Bin.

     c. Click Yes if necessary to confirm the deletion.

     d. Open the Recycle Bin, restore the Temporary folder and its files to your hard disk, and then close the Recycle Bin. (*Note:* If your Recycle Bin is empty, your computer is set to automatically delete items in the Recycle Bin.)

     e. Delete the Temporary folder again by pressing [Delete]. Click Yes if necessary to confirm the deletion.

8. Create a shortcut on the desktop.

     a. Use the left pane of Windows Explorer to locate the Windows folder on your hard drive. Select the folder to view its contents in the right pane. (*Note:* If you are in a lab setting, you may not have access to the Windows folder.)

     b. In the right pane, scroll through the list of objects until you see a file called Explorer.

     c. Drag the Explorer file with the right mouse button to the desktop to create a shortcut.

     d. Close Windows Explorer.

     e. Double-click the new shortcut to make sure it starts Windows Explorer. Then close Windows Explorer again.

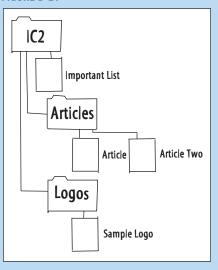   **f.** Delete the shortcut for Windows Explorer and exit Windows.

▶ Independent Challenges

If you are doing all of the Independent Challenges, you may need to use additional floppy disks. Label the first new disk Project Disk 3, and the next Project Disk 4.

1. You have decided to start a bakery business and you want to use Windows 2000 to organize the files for the business.

   a. Create two new folders on your Project Disk 3, one named *Advertising* and one named *Customers*.

   b. Use WordPad to create a letter inviting new customers to the open house for the new bakery, then save it as *Open House Letter* and place it in the Customers folder.

   c. Use WordPad to create a list of five tasks that need to get done before the business opens (such as purchasing equipment, decorating the interior, and ordering supplies), then save it as *Business Plan* to your Project Disk 3, but don't place it in a folder.

   d. Use Paint to create a simple logo for the bakery, save it as *Bakery Logo*, and then place it in the Advertising folder.

   e. Print the file Bakery Logo, then delete it from your Project Disk 3.

2. On your computer's hard drive, create a folder called *IC2*. Follow the guidelines listed here to create the file hierarchy shown in Figure B-21.

   a. Start WordPad, create a new file that contains a list. Save the file as *To Do List* to your Project Disk 3 (Project Disk 4 if you are out of space on Project Disk 3).

   b. Start My Computer and copy the Open House Letter file on your Project Disk 3 to the IC2 folder. Rename the file *Article*.

   c. Copy the Memo file again to the IC2 folder on your hard drive and rename the second copy of the file *Article Two*.

   d. Use My Computer to copy any Paint file to the IC2 folder and rename the file *Sample Logo*, then delete the Sample Logo file.

   e. Copy the To Do List from your Project Disk 3 to the IC2 folder and rename the file *Important List*.

   f. Move the files into the folders shown in Figure B-21.

   g. Copy the IC2 folder to your Project Disk 3. Then delete the IC2 folder on your hard drive. Using the Recycle Bin, restore the file called IC2. To remove all your work on the hard drive, delete this folder again.

FIGURE B-21

3. With Windows 2000, you can access the Web from My Computer and Windows Explorer, allowing you to search for information located not only on your computer or network, but also on any computer on the Internet.

   a. Start Windows Explorer, then click in the Address Bar so the current location (probably your hard drive) is selected, type **www.microsoft.com**, then press [Enter].

   b. Connect to the Internet if necessary. The Microsoft Web page appears in the right pane of Windows Explorer.

   c. Click in the Address Bar, then type **www.course.com**, press [Enter], and then wait a moment while the Course Technology Web page opens.

   d. Make sure your Project Disk is in the floppy disk drive, then click 3½ Floppy (A:) in the left pane.

   e. Click the Back button list arrow, then click Welcome to Microsoft's Homepage.

   f. Capture a picture of your desktop by pressing [Print Screen] located on the upper-right side of your keyboard. (This stores the picture on the Clipboard.) Open the Paint program, paste the contents of the Clipboard into the drawing window, then print it.

   g. Close Paint without saving your changes.

   h. Close Windows Explorer and disconnect from the Internet.

4. Create a shortcut to the drive that contains your Project Disk 3. Then capture a picture of your desktop showing the new shortcut by pressing [Print Screen], located on the upper-right side of your keyboard. The picture is stored temporarily on the Clipboard. Then open the Paint program and paste the contents of the Clipboard into the drawing window. Click No when asked to enlarge the Bitmap. Print the screen, close Paint without saving your changes, then delete the shortcut when you are finished.

▶ Visual Workshop

Recreate the screen shown in Figure B-22, which contains the Brochure window in My Computer, two shortcuts on the desktop, and two open files. Press [Print Screen] to make a copy of the screen, (a copy of the screen is placed on the Clipboard), open Paint, click Paste to paste the screen picture into Paint, then print the Paint file.

FIGURE B-22